

City of Nashville Rezone Request

How to Make A Change in A District Boundary

If the owner of property desires to revise the boundary line of a zoning district, he or his legally designated agent shall submit to the Planning Commission a petition for such rezoning.

The petition shall provide:

1. The legal description of the property proposed for revision in boundary.
2. A description of the property as it is generally identified or known by the public (such as the 911 address; or in the case of a large tract, a description of its general boundaries)
3. The zoning classification requested for the property.
4. A map or diagram showing proposed improvements to the property.
5. An explanation of the relationship of the proposed use to land uses surrounding the property.
6. And any other optional information, which the owner feels, should be brought to the attention of the Planning Commission.

The disposition of the petition shall be in accordance with the provisions below.

How to Give Notice

Before a proposed revision in the boundary of a zoning district may be recommended by the Planning Commission to the City Council, it must be the subject of a public hearing.

Notice of the public hearing on the rezoning petition shall be published in a news- paper of general circulation in the City at least once a week for two (2) consecutive weeks **(Ref. Ord. # 757)** prior to the hearing.

Additionally, the owner- petitioner shall submit to the Planning Commission prior to the public hearing:

1. Evidence that you have contacted in written form the owner or owners of each separate parcel of land that is adjacent to, or located directly across the street from said lot indicating to each affected owner the content of his rezoning petition. Certified Mail, Restricted Delivery with Signature of the owner or owners would meet the evidence requirement.
2. For this purpose the owner-petitioner shall present a plat map showing the location of affected properties together with the owner of record and written acknowledgement from each owner of receipt of proper notification.
3. The owner needs to place two (2) signs in conspicuous places on the site of property proposed for rezoning indicating the date and place of the public hearing on the rezoning proposal, said signs to be placed on-site not fewer than fifteen (15) days prior to the date of the hearing. The City will furnish the required signs.

The Hearing And Approval Procedure

If all procedural requirements above are satisfied, the Planning Commission and the City Council shall proceed in the following manner:

- (1) The Planning Commission shall conduct the public hearing on the proposed amendment to the Ordinance and/or Official Zoning Map.
- (2) Following the public hearing, the proposed amendment or change of district boundary may be approved as presented or in modified form by a majority vote of the Planning Commission with recommendation for adoption by the City Council, or with reasons for such recommendations stated in writing.
- (3) If the Planning Commission disapproves a proposed amendment or rezoning petition, the reason for such disapproval shall be given in writing to the petitioner within thirty (30) days from the date of the hearing.
- (4) Following disapproval of a proposed amendment by the Planning Commission, the petitioner may appeal such disapproval to the City Council, provided that the petitioner states specifically in writing to the City Clerk why he considers the Planning Commission's findings and decisions are in error. Such appeal to the City Council shall be filed with the City Clerk within fifteen (15) days after receipt in writing of the Planning Commission's denial.
- (5) The City Council, by a majority vote, may, by ordinance, adopt the recommended amendment submitted by the Planning Commission or may return the proposed amendment to the Planning Commission for further study and recommendation

- (6) If the City Council does not concur with the recommendation of the Planning Commission, either as first submitted or as submitted after restudy, the City Council may, by majority vote, amend this Ordinance by granting the request for amendment in full or in modified form.
- (7) No application for a zoning amendment will be reconsidered by the Planning Commission for a period of (6) months of elapsed time from the date of final disapproval of the proposed amendment, unless the Planning Commission determines by three-fourths (3/4) majority vote that a substantial reason exists for waiving this mandatory waiting period.

Fees That Are Required

Before any action can be taken by anyone proposing a change in the zoning regulations, they must deposit with the City Treasurer the sum of one hundred dollars (\$100.00) plus all the costs of publication of the notice required for the hearing. In the event that more than one item on a hearing docket requires public notice, and if the public notice has been combined into a single notice, then the costs of publication must be shared by the applicants. Under no circumstances can this money be refunded for failure of the Re-Zoning change to be adopted by the City Council.

City of Nashville Rezone Request

What is the legal description?

What is the common name of property if any?

What is the 911 Address?

What is the current Zoning Classification? _____

What is the proposed Classification? _____

Give an explanation of the relationship of the proposed use to land uses surrounding the property. _____

Give other information you feel, should be brought to the attention of the Planning Commission.

Attach the following items:

- The required map or diagram showing proposed improvements to the property.
- The required map showing the location of affected properties and the owner of record
- Written acknowledgement from each owner of receipt of proper notification.